

# State of Alaska 2011 Amended Permit Application- Instructions

## Complete only sections that have changed.

Use the amended permit application to correct errors or make changes to information submitted on your organization's original 2011 permit application form. Please allow three to four weeks for your amended application to be processed.

Note: If you add a game type or change locations you must submit a copy of the completed amended permit application to the municipality or borough where the new gaming activities will occur.

## Organization Information

List your organization's federal employer identification number (EIN), permit number and legal name. Do not complete any of the other information requested in this section unless the information reported on your original application has changed.

## Entity Type and Organization Type

Do not complete any information requested in these sections unless information originally reported for these sections was in error or has changed. **Membership Question: You must check the appropriate box.**

## Members in Charge of Games

Your organization can have only one primary member in charge. If the designated primary member in charge resigns or is no longer able to serve as member in charge, the organization has six months to replace the member in charge. You must report the designation of the new member in charge by checking the add box and completing all information requested in the boxes related to the primary member in charge.

Your organization must have one alternate member in charge but it can also designate additional alternate members in charge as it deems necessary. To report the addition of an alternate member in charge, check the add box and complete all information requested in the boxes related to the alternate member in charge. If designating more than one alternate member in charge, attach additional sheets as necessary.

If a designated alternate member in charge is no longer able to serve as member in charge, check the delete box and report all information requested in the boxes related to the alternate member in charge.

New primary and alternate members in charge who have not previously taken and passed the permittee test must take the 2011 version of the test and submit a 2011 test answer sheet with the amended application form.

## Legal Questions

If you answer "yes" to either question, you must submit the person's name, date of birth, social security number and position of responsibility.

## Signature

The signatures of two individuals are required. If the person signing as the primary or alternate member is also the organization's president, then another officer of the organization must sign the application.

## Facility-Based Games

Add or delete a facility by checking the appropriate box and completing all information requested in the boxes related to the facility. All permits issued to a deleted facility must be returned to the Tax Division. Facility game types can be added by checking the appropriate box.

## Area-Based Games

Add or delete an area by checking the appropriate box and completing all information requested in the boxes related to the area. All permits issued to a deleted area must be returned to the Tax Division. Area game types can be added by checking the appropriate box.

## Manager of Games

To delete a manager, check the delete box and list the manager's first name, middle initial, last name and social security number. Then enter the effective date of this action in the appropriate box. To add a manager, check the add box and complete all information requested in the boxes under this section of the amended application form. A new manager who has not previously taken and passed the permittee test must take the 2011 version of the test and submit a 2011 test answer sheet with the amended application form.

## Change of Vendor

Add or delete a vendor by checking the appropriate box and by completing all information requested for each vendor you add or delete. For each vendor added you must submit a completed 2011 Vendor Registration form and pay the \$50 registration fee. You can pay the fee online with OTIS at [www.tax.alaska.gov](http://www.tax.alaska.gov) or make a check payable to the State of Alaska. If you delete a vendor, you must return that vendor's permit to the Tax Division.

## Change of Operator

Add or delete an operator by checking the appropriate box and completing the requested information. If you are adding an operator you must attach a signed operator contract.

## Multiple-Beneficiary Information (MBP)

Add or delete a MBP by checking the appropriate box and completing the requested information.

## Dedication of Net Proceeds

Make changes in this section only to amend uses of net proceeds that were reported on your organization's original 2011 Gaming Permit Application.